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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

FROM : Chief, Administrative Staff, Office of Communications

DATE: 22 April 1953

SUBJECT: Reorganization of the Administrative Staff of the
Office of Communications


1. Attachments "A" and "B" are forwarded for your consideration in accordance with the discussion held between members of the Wage and Classification Division and members of the Administrative Staff. Present positions #90.02, 102 and 104 may be cancelled to establish the new positions.

2. It is requested that the changes be approved and posted accordingly.

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APPROVED:


Assistant Director for Communications

#175
4/23/53
KC

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CAS-53-123

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Communications

DATE: 22 April 1953

FROM : Chief, Administrative Staff, OC

SUBJECT: Reclassification and Regrading of positions in the
Administrative Staff, Office of Communications

1. Since the establishment of the Office of Communications in June 1951 the Administrative Staff has gradually collected and combined various functions that had previously been attached to other activities. This staff has assisted in the development of the Registry, the Career Service Board, and the Integration Program. It has acted in a liaison capacity in establishing the various Agency principles now in force concerning personnel, finance, transportation, and supply.

2. The Covert Facilities Branch which was recently transferred to the Administrative Staff consolidates all high level integration and cover problems within the Staff. Attachment "A" sets forth desired titles for this Section.

3. It is requested that the new grades and titles for the Administrative Staff be approved and posted accordingly.



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Attachment (1)
"A"~~SECRET~~
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ADMINISTRATIVE STAFF

Office of the Chief

- | | |
|---------------------------|-----------|
| 1. Admin Officer | GS-301-15 |
| 2. Admin Officer | GS-301-14 |
| 3. Admin Services Officer | GS-301-9 |
| 4. Secretary (Steno) | GS-318-6 |
| 5. Clerk (Typing) | GS-301-5 |

Covert Facilities Branch

- | | |
|--------------------|-----------|
| 6. Liaison Officer | GS-301-12 |
| 7. Liaison Officer | GS-301-11 |
| 8. Clerk (Typing) | GS-301-5 |

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Communications DATE: 10 April 1953

FROM : Chief, Administrative Staff, OC

SUBJECT: Proposed Reconstitution of the Budget Branch as the Financial Support Branch, Administrative Staff, Office of Communications and Table of Organization thereof.

1. Since acquiring office status in June 1951, the Office of Communications has necessarily assumed functions previously performed by the former parent office, OSO.
2. Consistent with the usual organizational practice under which all financial activities are centered in one unit of an organization comparable to an Office in this Agency, it has been deemed operationally advantageous to centralize financial activities of the Office of Communications.
3. This has been accomplished by reposing in the Budget Branch - redesignated the Financial Support Branch in view of the broader scope of activities - responsibility for the processing of all papers representing financial obligations on a world wide basis; the preparation and processing of all travel orders, advances and related vouchers; and the processing of time and attendance reports, overtime requests and reports and distribution of pay checks as well as the normal budget estimating activities.
4. The proposed table of organization contemplates accomplishment of the above indicated budget and accounting activities without any increase in staff over the four positions included in the 1953 and 1954 revised budgets (See Tab B). The only request in this connection is for the reclassification of the Secy-Steno, GS-5 position to Administrative Clerk (Typing), GS-6.
5. Since travel and transportation costs are obviously a financial matter and, in view of the global communications network, involve a considerable portion of this Office's funds, the only logical place for the centralized operation appears to be within the Financial Support Branch as a Travel Section.
6. The apparent increase of three positions in the Travel Section (Tab A), represents an actual increase of only two positions - Travel Clerk, GS-5, and Clerk-Typist, GS-4 - and the upgrading to GS-9 of the existing Administrative Assistant, GS-7 position recently transferred from the Personnel Branch to the Budget Branch, Administrative Staff.
7. Centralization of travel activities, including the preparation and processing of travel orders, vouchers for travel, transportation and various reimbursable expenses, and of requests for advances, has the following principle advantages:

(a) Improved control over the obligation of funds for travel and related expenses.

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(b) Accumulation of data for the preparation of reports which keep operating officials apprised of persons in a temporary duty status and other information essential to effective and economical administration.

(c) Uniform preparation of documents in accordance with prescribed procedures and regulations.

(d) Accrual of knowledge of travel regulations and related information not practicable in the case of numerous individuals handling travel matters on a part-time basis.

(e) Development of a central point for contacts within and without the Office of Communications for the exchange of travel information in general and in specific cases.

8. In an attempt to discharge its responsibilities and keep abreast of the work-load, this Branch has borrowed personnel (one currently on a full-time basis) and utilized overtime (approximately 60 hours per month); neither of which practice is desirable on a continuing basis.

9. The proposed table of organization for the Financial Support Branch has been designed to accommodate the increased activities including the considerable amount of clerical and typing duties as well as to provide personnel with adequate specialized training and experience to discharge the technical responsibilities.

10. In order to provide an adequate staff on a permanent basis, it is requested that the new table of organization for the Financial Support Branch, Administrative Staff, Office of Communications (Tab A), be approved as expeditiously as practicable and that the present T/O (Tab B) be abolished.



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Attachments:

Tab A

Tab B

Diagram

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T A B " A "

REQUESTED TABLE OF ORGANIZATION

FINANCIAL SUPPORT BRANCH

<u>Designation</u>	<u>Grade</u>
Budget & Fiscal Officer (Chief)	GS-13
Administrative Clerk (Typing) <i>Secretary</i>	GS-8 5
<u>Budget and Accounting Section</u>	
Fiscal Accountant (Chief)	GS-11
Fiscal Accountant	GS-7
<u>Travel Section</u>	
Administrative Assistant (Chief)	GS-9
Travel Clerk	GS-5
Clerk Typist	GS-4

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T A B " B "

PRESENT TABLE OF ORGANIZATION

BUDGET BRANCH

<u>Designation</u>	<u>Grade</u>
Budget Officer	GS-13
Fiscal Accountant	GS-11
Administrative Assistant	GS-7
Secretary-Steno	GS-5



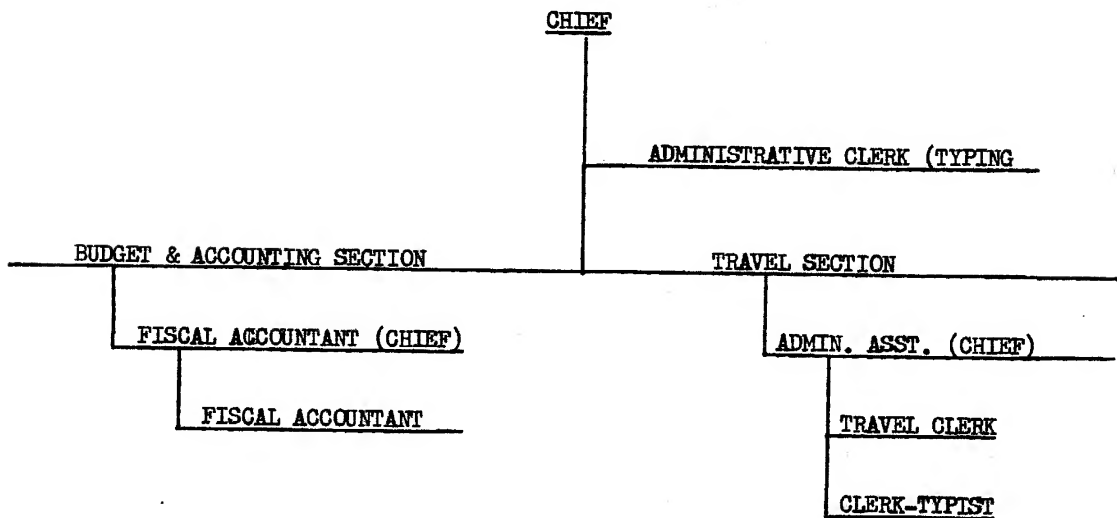
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FINANCIAL SUPPORT BRANCH - OC - A



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